

State of Hawaii  
DEPARTMENT OF HUMAN SERVICES

**APPLICATION FOR LICENSE TO OPERATE  
A GROUP CHILD CARE CENTER OR GROUP CHILD CARE HOME**

The sponsoring organization, agency or individual identified below who is legally responsible for the administration and payment of debts and obligations, hereby apply for a license to operate a group child center or group child care home in compliance with Section 346-161, Hawaii Revised Statutes.

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

EIN: \_\_\_\_\_ General Excise Tax Number: \_\_\_\_\_

Name of Director of child care program \_\_\_\_\_

Have you ever applied for a Group Child Care license before? \_\_\_\_\_ If yes, what was the name of your facility and date of operation? \_\_\_\_\_

Have you ever been associated with another child care program? \_\_\_\_\_ If yes, what is/was the name of the program and date? \_\_\_\_\_

- Include:
1. A copy of statement of operation policies.
  2. Information on staff members.
  3. Statement of legal authority.
  - \*4. One copy of the floor plan of the center, including basic measurements, and fire evacuation plan. (8-1/2" X 11")
  - \*5. One copy of the plot plan, including basic measurements (8-1/2" X 11")

I have read the Rules Governing Licensing of Group Child Care Centers and Group Child Care Homes. I understand that in making this application, a study of the facility and this program will be made.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature (Director/Owner/Operator/Principal)

\*Omit for application for renewal of License if there is no change at time of reapplication.

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